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## Grant Specialist Resume

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### Job Objective

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Grant Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

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### Highlights of Qualifications:

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- Remarkable experience working with USAID grants and contracts
  - Huge knowledge of negotiation and administration of grants
  - Deep knowledge of federal grant related regulations
  - Familiarity with pre and post-award grant administration
  - Good understanding of USAID financial management procedures
  - Amazing ability to develop conceptual framework for proposal
  - Outstanding ability to manage in self-directed manner
  - Superior organizational, interpersonal and communication skills
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### Professional Experience:

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Grant Specialist  
KUMC Research Institute, Toledo, OH  
May 2006 – Present

- Coordinated with faculty members.
- Aided Principal Investigators and analyzed budget categories.
- Formulated monthly and quarterly billings.
- Evaluated Notice of Grant Award.
- Outlined subcontract agreements and financial reports.
- Assessed expenses and Federal Cash Transaction report.

Grant Specialist  
The Nature Conservancy, Toledo, OH  
March 2003 – April 2006

- Supervised aspects of government-funded awards.
  - Coordinated with project managers.
  - Corresponded with agency contracting officers.
  - Acted as primary point of contact.
  - Monitored resolution of action items listed in audit response work plans.
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### Education:

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Bachelor's Degree in Finance  
Alaska Pacific University, Anchorage, AK

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